

Job Title: CR11/CR14, AIDE, SPECIAL EDUCATION
Reports to: Principal and teacher(s)
Dept./School: Assigned Campus
Wage/Hour Status: Non-exempt
Date Revised: 1/06/03

Primary Purpose

Help special education teacher provide for physical and instructional needs of students with disabilities in special education setting. Assist in implementation of classroom programs, including self-help, behavior management, and instruction programs.

QUALIFICATIONS

Education/Certification

A minimum of 60 college hours

Special Knowledge/Skills

Ability to work with children with disabilities

Ability to follow verbal and written instructions

Good organizational skills

Physical ability to perform assigned tasks involving lifting children, toileting, cleaning and other self-care assistance as required by some handicapped students

Experience

Some experience working with children

MAJOR RESPONSIBILITIES AND DUTIES

Instructional Support

1. Assist students with physical disabilities according to their needs, including transferring to and from wheelchairs, lifting, or positioning.
2. Assist students with physical needs and personal care, including feeding, bathroom needs, and personal hygiene.
3. Help manage behavior of students.
4. Assume responsibility for learning and adapting to each student's special medical, physical, communicative, and emotional needs.
5. Work with individual students or small groups to develop motor skills and conduct instructional exercises assigned by teacher.
6. Keep teacher informed of special needs or problems of individual students.
7. Supervise children during play periods to ensure their safety.
8. Assist in the maintaining of individual student records.
9. Escort or assist children between classes as needed.

- 10. Participate in daily and long-range lesson and classroom activity planning.

Other

- 11. Help teacher prepare instructional materials and classroom displays.
- 12. Help maintain a neat and orderly classroom.
- 13. Help teacher keep administrative records and prepare required reports.
- 14. Provide orientation and assistance to substitute teachers.
- 15. Serve as interpreter between the teachers and Spanish-speaking parents as needed
- 16. Participate in staff development training programs, faculty meetings, and special events as assigned.
- 17. Assist students with Special Education transportation assigned by the Director of Special Education.
- 18. Perform playground, lunch, bus duty as assigned by the campus Principal or designee.
- 19. Perform other duties as assigned by supervisor.
- 20. Maintain confidentiality of information.

Supervisory Responsibilities

None.

EQUIPMENT USED

Wheelchair lift, ramp, personal computer, copier, typewriter, and audio-visual equipment.

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Frequent standing, stooping, bending, kneeling, pushing, and pulling; regular heavy lifting of students. Biological exposure to bacteria and communicable diseases.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by: Maria Gonzalez-Ramirez
Director of Special Education

Date: 1/06/03

Approved by: Dr. Patricia McNamara
Director of Human Resources

Date: 1/06/03